

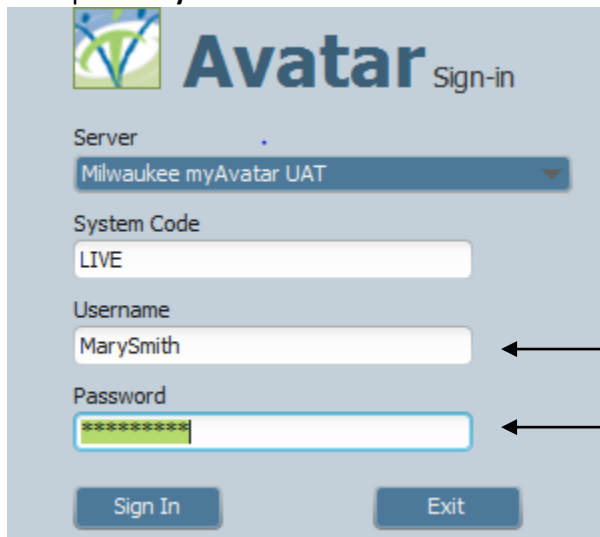
Launching Avatar

- Open internet explorer 
- Enter the following address: <https://milwaukee.netsmartcloud.com>

Signing Into Avatar

- If your first and last name combined is less than 15 characters:

Example: **Mary Smith** Your Username will be: **MarySmith**



The Avatar Sign-in form displays the following fields and values:

- Server: Milwaukee myAvatar UAT (dropdown menu)
- System Code: LIVE
- Username: MarySmith
- Password: (masked with asterisks)

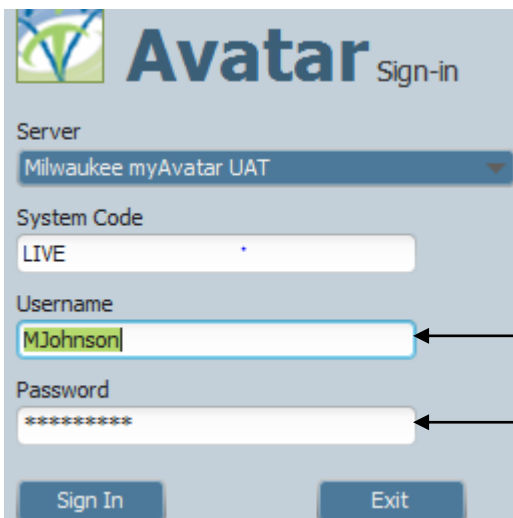
Buttons: Sign In, Exit

First and Last initials are capitalized and no spaces between first and last name.

Your initial password is your username.

- If your first and last name combined is greater than 15 characters:

Example: **Margarette Johnson** Your Username will be: **MJohnson**



The Avatar Sign-in form displays the following fields and values:

- Server: Milwaukee myAvatar UAT (dropdown menu)
- System Code: LIVE
- Username: MJohnson
- Password: (masked with asterisks)

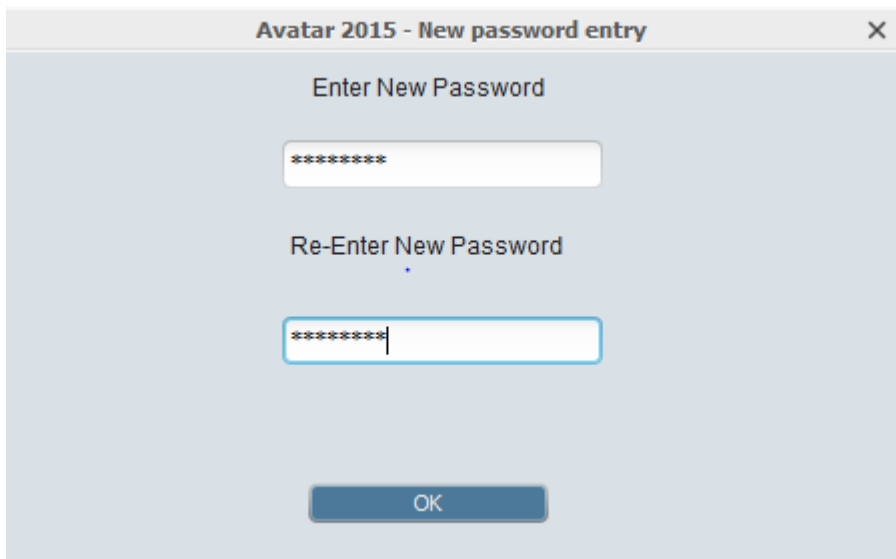
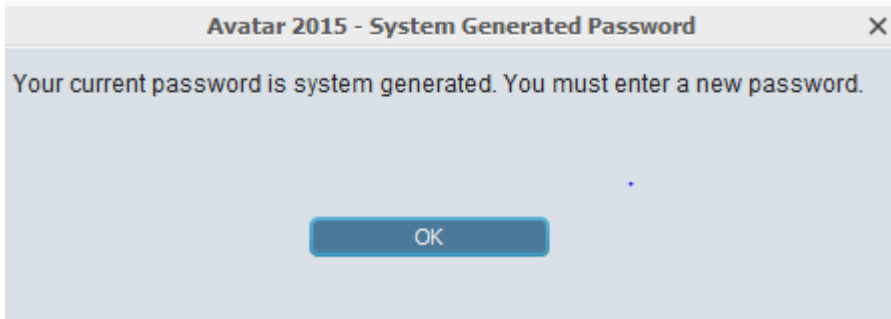
Buttons: Sign In, Exit

First initial only for first name and needs to be capitalized. Full last name with first initial capitalized and no spaces between.

Your initial password is your username.

Setting Your Password

- Click Ok at the Prompt



- Enter your New Password
 - Password should be 5 to 8 characters long and include a number The password is case sensitive. Example: **Winter1**
- Confirm your new password by re-entering it
- Click on OK